



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

13 SEP 2004

SFCA-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Army Blanket Purchase Agreements (BPAs) for Office Products

On September 1, 2004, a new suite of 19 mandatory Army Blanket Purchase Agreements (BPAs) became effective for the Army-wide purchase of office supplies. The BPAs were awarded by the Army Contracting Agency and replaced the suite of BPAs previously awarded in 2002. This memorandum provides information and guidelines regarding the newly awarded BPAs and reiterates the directive that, with limited exceptions, use of the Army-wide BPAs is mandatory for all purchases of office products within the continental United States. This supersedes the memoranda dated September 26, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army and December 23, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products.

The new suite of BPAs (Enclosure) was placed against General Services Administration (GSA) Federal Supply Schedules (FSS) held by the vendors and therefore conform with GSA terms and conditions, as well as with additional requirements negotiated by the Army Contracting Agency. Sixteen of the vendors are small businesses and two are consortia that collectively represent over 260 small businesses. The National Industries for the Blind also received a BPA under their corporate GSA FSS. The Army will continue to utilize the Department of Defense (DoD) Electronic Mall (EMALL) to place orders against the BPAs. The objectives of the BPAs are to: standardize the ordering process and provide cost-effective, customer-focused delivery of office products; take advantage of the economies of scale afforded by Army-wide purchasing power; compile purchase data through DoD EMALL; ensure Army compliance with statutory requirements to purchase comparable products available from blind and severely disabled vendors under the Javits-Wagner-O'Day Act (JWOD) program; and maximize small business opportunities. The terms and conditions will be strictly enforced through diligent contract administration. BPA holders will offer only items listed within their respective GSA FSS, and all GSA catalog prices will be further discounted on the Army BPAs.

Office products are consumable items that are routinely used in an office environment. Mandatory use of BPAs applies to products meeting the definition established by GSA for FSS 75 200 class of items, as follows:

"Office products would include, but are not limited to, items such as: pens, pencils, markers, xerographic paper, printing paper, fax paper, binders, tape,

envelopes, transparency film, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD ROMS, physical storage, security, protective and related ADP supplies, and toner cartridges.”

With limited exceptions, all Army purchases for office supplies must be made against the BPAs and all orders shall be placed via the DoD EMALL. Cardholders may not purchase office supplies directly from a vendor's website or retail store, even if that vendor is a BPA holder. Orders exceeding the micro-purchase threshold may be placed against these BPAs provided the cardholder has been delegated increased purchase authority, and orders are competed among all BPA holders.

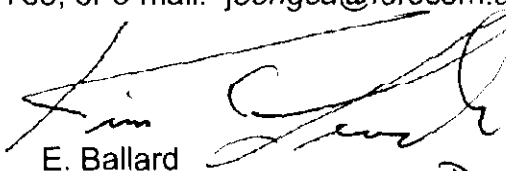
Exceptions to the mandatory use of the BPAs and DoD EMALL are as follows:

- a. In the event the DoD EMALL is unavailable for more than 24 hours, cardholders may place an order with a BPA vendor through another form of communication.
- b. Cardholders shall purchase office products from local alternative self-service supply stores known as base support stores where installation agreements exist.
- c. A mandatory JWOD office product may be purchased from other than a base support store or BPA vendor if the product appears to be priced above fair market value. If so, and if the lowest price among the three potential sources (BPA vendor and base support store) is still above fair market value, the mandatory JWOD item must still be purchased, but it may be purchased from the non-BPA vendor. In such a case, the purchaser must notify the Army JWOD point of contact, Ms. Dorothy Hindman, telephonically at (703) 681-1032, or by e-mail at Dorothy.hindman@hqda.army.mil.
- d. The vast majority of office product requirements should be identified at least a few days in advance of need. However, if a need is so urgent that an office product is required the same day, the cardholder may purchase the item through another source. If such an urgent purchase is made, the cardholder file should appropriately document the reason for buying the item outside the BPAs.

The Defense Logistics Agency is working to improve the DoD EMALL. An “Army Corridor” is now in place to ensure cardholders remain within the Army BPA shopping environment. A new and improved EMALL search engine will be implemented in the

coming months to improve cardholder search capabilities. We continue to coordinate with the DoD EMALL Program Management Office to make EMALL easier and more efficient for Army users. An EMALL Help Desk has been established to assist users with registration and ordering problems. The toll free number is 1-888-352-9333. The EMALL can be accessed through [www.emall.dla.mil](http://www.emall.dla.mil).

For additional assistance, please contact Ms. Charlene Jeong at the Army Contracting Agency, Southern Region Contracting Center – East. She can be reached at commercial 404-464-1783, DSN 367-1783, or e-mail: [jeongca@forscom.army.mil](mailto:jeongca@forscom.army.mil).

FOR   
E. Ballard Deputy  
Deputy Assistant Secretary of the Army Deputy  
(Policy and Procurement)

Enclosure

**DISTRIBUTION:**

**ARMY-WIDE**

Under Secretary of the Army

Vice Chief of Staff, Army

Assistant Secretary of the Army (Civil Works)

Assistant Secretary of the Army (Financial Management and Comptroller)

Assistant Secretary of the Army (Installation and Environment)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

General Counsel

Administrative Assistant to the Secretary of the Army

Chief Information Officer/G-6

The Inspector General

The Auditor General

Deputy Under Secretary of the Army

Deputy Under Secretary of the Army (Operations Research)

Chief of Legislative Liaison

Chief of Public Affairs

Director, Small and Disadvantaged Business Utilization

Director, Army Staff

Deputy Chief of Staff, G-1

Deputy Chief of Staff, G-2

Deputy Chief of Staff, G-3

Deputy Chief of Staff, G-4

DISTRIBUTION: (CONT)

Deputy Chief of Staff, G-8  
Assistant Chief of Staff for Installation Management  
Chief of Engineers  
The Surgeon General  
Chief, National Guard Bureau  
Chief, Army Reserve  
The Judge Advocate General  
Chief of Chaplains  
Sergeant Major of the Army

COMMANDERS:

U.S. Army, Europe and Seventh Army  
Eighth U.S. Army  
U.S. Army Forces Command  
U.S. Army Materiel Command  
U.S. Army Training and Doctrine Command  
U.S. Army Corps of Engineers  
U.S. Army Special Operations Command  
U.S. Army Pacific  
U.S. Army Intelligence and Security Command  
Military Surface Deployment and Distribution Command  
U.S. Army Criminal Investigation Command  
U.S. Army Medical Command  
U.S. Army Military District of Washington  
U.S. Army South  
U.S. Army Test and Evaluation Command  
U.S. Army Space and Missile Defense Command

Superintendent, U.S. Army Military Academy

PROGRAM EXECUTIVE OFFICERS:

Air and Missile Defense  
Ammunition  
Aviation  
Command, Control, and Communications-Tactical  
Chemical and Biological Defense  
Combat Support and Combat Service Support  
Enterprise Information Systems  
Ground Combat Systems  
Intelligence, Electronic Warfare and Sensors

**DISTRIBUTION: (CONT)**

Soldier SP

Tactical Missiles

Simulation, Training and Instrumentation Command  
Information Systems

**PROGRAM MANAGERS:**

Chemical Demilitarization

Joint Simulation Systems

Missile Defense Agency

**U.S. ARMY CONTRACTING AGENCY PRINCIPAL ASSISTANTS RESPONSIBLE  
FOR CONTRACTING**

U.S. Army Contracting Agency, Southern Region, ATTN: SFCA-SR, 1301 Anderson  
Way, SW., Fort McPherson, GA 30330-1096

U.S. Army Contracting Agency, Northern Region, ATTN: SFCA-NR, 11 Bernard  
Road, Building 10, Fort Monroe, VA 23651-1001

U.S. Army Contracting Agency, Information Technology, E-Commerce and  
Commercial Contracting Center (ITEC4), ATTN: SFCA-IT, 2461 Eisenhower  
Avenue, Hoffman Building 1, Alexandria, VA 22331-1700

U.S. Army Contracting Command, Europe, ATTN: SFCA-EC, Unit 29331,  
APO AE 09266

U.S. Army Contracting Command, Korea, ATTN: SFCA-KC, Unit 15289,  
APO AP 96205-5289

U.S. Army Contracting Activity, Pacific, ATTN: SFCA-PR, 140 Doleman Street,  
Building T115, Fort Shafter, HI 96858-5430

U.S. Army Contracting Agency, Southern Hemisphere, ATTN: SFCA-SH, 2450 Stanley  
Road, Suite 320, Fort Sam Houston, TX 78234-7515

U.S. Army Contracting Command, Southwest Asia, ATTN: SFCA-SW-PARC,  
1881 Hardee Avenue, S.W., Fort McPherson, GA 30330-1064

**PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING**

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Building 5303,  
Redstone Arsenal, AL 35898-5000

U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC,  
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-3013

U.S. Army Communications-Electronics Command, ATTN: AMSJM-CC,  
Building 1208E, Fort Monmouth, NJ 07703-5000

U.S. Army Joint Munitions Command (Prov), ATTN: AMSOS-CC, Building 350,  
5<sup>th</sup> Floor, NW Wing, Rock Island, IL 61299-6000

DISTRIBUTION: (CONT)

U.S. Army Tank-Automotive and Armaments Command, ATTN: AMSTA-ZQ  
Building 231, Warren, MI 48397-5000

Defense Contracting Command-Washington, 5200 Army Pentagon,  
Washington, D.C. 20310-5200

U.S. Army Medical Command, ATTN: MCAA, Building 2792, Suite 32,  
2050 Worth Road, Fort Sam Houston, TX 78234-5069

U.S. Army Intelligence and Security Command, ATTN: IAPC, 8825 Beulah  
Street, Fort Belvoir, VA 22060-5246

U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,  
820 Chandler Street, Fort Detrick, MD 21702-5014

Surface Deployment and Distribution Command, ATTN: MTAQ,  
Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000

U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM  
(PARC), P.O. Box 1500, Huntsville, AL 35807-3801

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 441 G Street, NW,  
Washington, D.C. 20314 1000

National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1,  
1411 Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

Headquarters, U.S. Army Materiel Command, ATTN: AMCCP, AMCCP-P,  
AMCCP-O, and AMCCP-A, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

**DEPARTMENT of the ARMY BLANKET PURCHASE AGREEMENTS (BPAs) for OFFICE PRODUCTS  
and TONER/INJET**

<u>VENDOR/POC/PHONE/EMAIL</u>	<u>GSA CONTRACT</u>	<u>BPA NUMBER BUSINESS SIZE</u>
<b>1. <u>Access Products (DBA Imaging Systems)</u> (TONER)</b> GS-14F-0002K 4160 Center Park Dr. Colorado Springs, CO 80916-4505 Sharon Krell <a href="mailto:sharonkrel@aol.com">sharonkrel@aol.com</a> Ph. 800-779-7799 Fax: 719-573-0899		W911SE-04-A-0011 WOSB
<b>2. <u>ABM Federal Sales</u> (TONER)</b> 5 Research Park Dr. St. Charles, MO 63304-5685 David Michelson <a href="mailto:michelson@abmfederal.com">michelson@abmfederal.com</a> Ph: 877-826-5112 Fax: 800-729-4454	GS-25F-0042L	W911SE-04-A-0012 SB SDVOSB
<b>3. <u>American Office Products (AOPD)</u></b> 20 N. Lincoln St. Batavia, IL 60510-1912 Sharon Stepien <a href="mailto:sharon@aopd.com">sharon@aopd.com</a> Ph: 630/761-0600 x105 Fax: 630/761-0691	GS-02-F-0048N	W911SE-04-A-0013 SB (Consortium)
<b>4. <u>Bettertype Ribbons</u> (TONER)</b> 11250 Hopson Rd. Ashland, VA 23005-3433 Rebecca Harik <a href="mailto:bharik@bettertype.com">bharik@bettertype.com</a> Ph: 800-752-1122 Fax: 804-752-6056	GS-14F-0006K	W911SE-04-A-0014 WOSB
<b>5. <u>Caddo Design</u></b> 2760 W. 5 <sup>th</sup> Ave. Denver, CO 80204-4805 Michael Colon <a href="mailto:mcolon@caddocentral.com">mcolon@caddocentral.com</a> Ph: 703-208-3724 Fax: 703-208-3800	GS-14F-0001L	W911SE-04-A-0015 SB NATIVE AMERICAN
<b>6. <u>Chesapeake Office Supply</u></b> 3051 Washington Blvd. Baltimore, MD 21230-1025 Eric Reilly <a href="mailto:e.reilly@chesapeakeoffice.com">e.reilly@chesapeakeoffice.com</a> Ph: 410-646.0600 x132 Fax: 410-646.0112	GS-02-F-0085N	W911SE-04-A-0016 SB

Enclosure

<b><u>7. Chuckals Inc.</u></b> 2215 Pacific Ave. Tacoma, WA 98402-3005 Janet L. Myhre <a href="mailto:myhrej@chuckals.net">myhrej@chuckals.net</a> Ph: 703- 780-5214 Fax: 800-731-4285	GS-02F-0086N	W911SE-04-A-0017 SB
<b><u>8. Document Imaging Dimensions Inc. (TONER)</u></b> 1213 S. Bridge St. Yorkville, IL 60560-1716 Loren Underhill <a href="mailto:loren@did-inc.com">loren@did-inc.com</a> Ph: (877) 934-3462 x108 Fax: (630) 553-3877	GS-14F-0049M	W91SE-04-A-0018 Hispanic WOSB
<b><u>9. Future Solutions</u></b> 2460 W. 26 <sup>th</sup> St. Denver, CO 80211-5334 Vanessa Navarro <a href="mailto:vnavarro@futuresolutionsinc.com">vnavarro@futuresolutionsinc.com</a> Ph: 303-460-7007 Fax: 303-460-7280	GS-14F-0013M	W911SE-04-A-0019 8(a) Certified
<b><u>10. Independent Stationers (IS Group)</u></b> 9900 Westpoint Dr. Ste 116 Indianapolis, IN 46256-3338 Deb Schmitz <a href="mailto:schmitz@isgroup.org">schmitz@isgroup.org</a> Ph: 317-813-5139 Fax: 317-585-8762	GS-14F-0043M	W911SE-04-A-0020 SB (Consortium)
<b><u>11. KM2 Inc.</u></b> 7466 New Ridge Road Hanover, MD 21076-3145 Minh Tri Dang <a href="mailto:tridang@km2online.com">tridang@km2online.com</a> Ph: 1-888-332-4562 Fax: (410) 694-8070	GS-14F-0037M	W911SE-04-A-0021 SB,SDB
<b><u>12. Metro Office Supply</u></b> 4605 Compass Point Rd. Belcamp, MD 21017-1299 Greg Sheridan <a href="mailto:gsheridan@metoffpro.com">gsheridan@metoffpro.com</a> Ph. 410-297-6666 Fax: 410-297-6677	GS-14F-0032K	W911SE-04-A-0022 8(a) WOSB
<b><u>13. Millers Office Supply</u></b> 8404 Alban Rd. Springfield, VA 22150-2300 Wayne Stillwagon <a href="mailto:waynestillwagon@millersoffice.com">waynestillwagon@millersoffice.com</a> Ph: 703-644-2200 (Ext. 1119) Fax: 703-644-8405	GS-14F-0015L	W911SE-04-A-0023 WOSB



<b><u>14. National Industries for the Blind (NIB/JWOD)</u></b> 1901 N. Beauregard St. Ste 200 Alexandria, VA 11311-1727 Ron Ashby <a href="mailto:Rashby@nib.org">Rashby@nib.org</a> Ph: 703-578-6529 Fax: 703-998-5416	GS-00F-0001K	W911SE-04-A-0024 JWOD Non-Profit
<b><u>15. RGH Enterprises (DBA A Better Laser)</u></b> 1100 Wicomico St. Ste 733 Baltimore, MD 21230-2080 Kim June <a href="mailto:kim@abetterlaserservice.com">kim@abetterlaserservice.com</a> Ph: (800) 371-9705 Fax: (410) 576-0148	GS-14F-0006M	W911SE-04-A-0025 SDB
<b><u>16. Stephens Office Supply (DBA The Office Group)</u></b> 372-C Wythe Creek Rd. Poquoson, VA 23662-1926 Gail Wojciechowski <a href="mailto:gwojo@theofficestore.com">gwojo@theofficestore.com</a> Ph: 757-868-0914 Fax: 757-868-0507	GS-14F-0019L	W911SE-04-A-0026 WOSB
<b><u>17. VIP Printing &amp; Office Supplies</u></b> 109A Memorial Dr. Hinesville, GA 31310-2536 Juanita Strickland <a href="mailto:juanita@vipoffice.com">juanita@vipoffice.com</a> Ph: 912-877-5225 Fax: 912-368-3360	GS-02F-0169N	W91SE-04-A-0027 WOSB, HUBZone
<b><u>18. WECsys LLC</u></b> 4180 W.Broadway Robbinsdale, MN 55422-1814 Ajayi F. Akinkuotu <a href="mailto:wecsysllc@hotmail.com">wecsysllc@hotmail.com</a> Ph: 763-504-9999 Fax: 763-504-1062	GS-14F-0039L	W911SE-04-A-0028 8(a) Certified
<b><u>19. Capitol Furniture &amp; Distributing Co.</u></b> 5225 NW 33 <sup>rd</sup> St. Ft. Lauderdale, FL 33309-6302 Robert Steinman <a href="mailto:Robert@capfurn.com">Robert@capfurn.com</a> Ph: 954-453-5904, Fax: 954-677-5204	GS-02F-0100N	W911SE-04-A-0033 SB